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30 Aug 1968

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel
Inspector General
Director of National Estimates
Legislative Counsel

SUBJECT : Creation of the CIA Records Management Board

1. The Executive Director has instructed me to establish a Records Management Board. Its purpose will be to stimulate and monitor the immediate and drastic reduction of the Agency's records holdings. It shall also study and propose solutions for the whole range of the Agency's paperwork management problems.

2. The following is a list of Records Officers designated as members of the Board:

Chairman	[redacted]
DCI Area	
DD/P	
DD/I	
DD/S	
DD/S&T	

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The Board will be convened by the Chairman, who is the CIA Records Administration Officer. He will develop the agenda and provide the Executive Secretary.

3. The first order of business of the Board will be to effect the reduction in the volume of retired office records at the Agency's Records Center. To accomplish this purge, each Deputy Director and Head of Independent Office should appoint officers with authority to review records stored at the Center in order to dispose of all unnecessary materials and to adopt new procedures and technological improvements to reduce the records volume.

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4. To carry out the records program responsibilities in the components, the Deputy Directors and Heads of Independent Offices should direct each immediately subordinate Staff, Office, and Division to designate at least one individual whose primary function will be to serve as the Records Management Officer for that component.

5. I will be providing an initial report on the Board's progress to the Executive Director on 30 September. The report will include a plan for the Agency records purge, including target dates for records reduction and whatever measures may be required to ensure responsiveness throughout the Agency. In order to meet this deadline, it is requested that a report be submitted by each addressee through his Board representative of the initial actions taken and the plans being developed on this matter.

[redacted]

Deputy Director
for Support

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